

June 2013

SPANISH FORK SERVICE AREA



Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	June 17	1:00 PM–4:00 PM	Spanish Fork EC
INTERVIEW SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	June 18	9:00 AM–12:00 PM	Spanish Fork EC
JOB CLUB: Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.	June 4, 6, 11, 13, 18, 20, 25, 27	8:00 AM–9:00 AM	Spanish Fork EC
JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.	June 19	1:00 PM–4:00 PM	Spanish Fork EC
NETWORKING STRATEGIES: Learn how to design and implement a strategic networking plan and find employment opportunities in the hidden job market.	June 20	9:00 AM–12:00 PM	Spanish Fork EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	June 6, 13, 27	1:00 PM–3:00 PM	Spanish Fork EC
JOB PREP LAB: DWS staff assistance with registration, resúmes, completion of job applications, mock interviews, cover letters, thank you letters, etc.	June 7, 21 June 14, 28	1:00 PM–3:00 PM 8:30 AM–10:30 AM	Spanish Fork EC
LINKEDIN #1: Learn how to complete an effective profile, add content that experts look for, obtain quality references and build your network.	June 10	10:30 AM–12:30 PM	Spanish Fork EC
LINKEDIN #2: Learn how to find and connect to high profile people, find networking opportunities, get introductions, learn personal brand management and conduct a job search.	June 12	10:30 AM–12:30 PM	Spanish Fork EC



To sign up for any of our **NO COST** workshops, register at jobs.utah.gov/jobseeker and select “Attend a Workshop” from the bottom menu to register.
Employment Center (EC)
Location

Spanish Fork EC
1185 N. Chappel Drive

For additional information regarding these workshops, please contact Rebecca at 801-342-2655.

Plan to arrive 10–15 minutes before the workshop begins. Workshops *start* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to reschedule.*

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.